

Word 2019 with JAWS

Applying a Paragraph Border



To apply a border to a paragraph in Word 2019, in conjunction with JAWS, follow these suggested steps:

1. Move the cursor to anywhere inside the paragraph you wish the border to be applied to.
2. Press **ALT** to move focus to the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected tab.
3. Press **RIGHT ARROW** or **LEFT ARROW** until the **Home** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**.
4. Press **TAB** repeatedly until the **Bottom Border** split button is selected. For reference, JAWS will say "Borders group box, bottom border split button". When you have located this control, press **ALT and DOWN ARROW** to display its associated dropdown menu.
5. Press **UP ARROW** to move the selection cursor directly to the **Borders and Shading...** option and press **ENTER**. The **Borders and Shading** multi-page dialog box will be displayed.

An alternative method of choosing a control from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Borders and Shading** dialog box are as follows:

ALT followed by **H** then **B** then **O**

Note 1: The **Borders and Shading** dialog box consists of 3 pages (tabs). These are **Borders**, **Page Borders** and **Shading**. To move between pages inside a dialog box, press **CTRL and TAB** to move to the next page and **SHIFT and CTRL and TAB** to move to the previous page. When you move to a page, JAWS will announce the name of the current page.

6. If **Borders** is not the current page, press **CTRL and TAB** until it is displayed.
7. Press **TAB** once to move focus to a group of radio buttons headed **Setting**. JAWS should say "None radio button". Next, press **DOWN ARROW** until **Box** is selected.

Note 2: Controls inside dialog boxes can be selected quickly by pressing an appropriate keyboard shortcut. To quickly select the **Box** radio button, press the keyboard shortcut **ALT and X**. Upon doing this, JAWS will say "Box radio button checked".

8. Next, press **TAB** until the **Style** combo box is selected. Here, you can press **ALT and DOWN ARROW** to open a list of available border types and then press **DOWN ARROW** to explore the variety of styles available. When you have selected a style, press **TAB** until you come to the **Width** combo box.
9. The **Width** combo box contains a list of border thicknesses. Press **ALT and DOWN ARROW** to open the list of options and then press **DOWN ARROW** to explore the available border thicknesses. For reference, 3pt is equivalent to approximately 1mm. When you have selected a border thickness, press **TAB** until you come to the **Apply To** combo box.
10. The **Apply To** combo box consists of two options. These are **Text** and **Paragraph**. Press **ALT and DOWN ARROW** to open the list of options and then press **DOWN ARROW** until **Paragraph** is selected.
11. Finally, press **TAB** until the **OK** button is selected and then press **ENTER**. Upon doing this, the Borders and Shading dialog box will close and focus will return to your document. Your paragraph will now have a surrounding border!

To check to see if the border has been applied, you first need to turn on a JAWS setting using the Quick Settings dialog box. Press **INSERT and V (CAPS LOCK and V on a laptop)**. Upon doing this, focus will be in an edit box labelled **Search**. Here, you can type the first few characters of the setting you are looking for. Upon doing this, all matches will be displayed just below the **Search** edit box. Although the ability to do this is very useful, it does rely on you knowing the name of the setting and how it is spelt. Therefore, it is recommended to ignore this option. Press **TAB** to move focus to a long list of available settings. Upon doing this, you will be positioned on the first item, which should be **Word Settings**.

Now press **B** until the item called **Border Changes** is selected. Upon doing this, JAWS will announce whether or not it is turned on by saying "checked" for 'on' or "not checked" for 'off'. Press the **SPACEBAR** until the **Border Changes** setting is checked and then press **ENTER** to choose the **OK** button and close the **Quick Settings** dialog box.

Now that you have the Border Changes setting turned on, you can check to see if the paragraph has a border applied. To do this, navigate away from it and then navigate back to it. Upon doing this, JAWS will announce the style and width of the border!

Removing a Paragraph Border

To remove a border from a paragraph, follow these suggested steps:

1. Move the cursor to anywhere inside the paragraph which contains the border.

2. Display the **Borders and Shading** dialog box. Remember, a quick way of doing this is to use the following sequence of keys:

ALT followed by **H** then **B** then **O**.

3. If necessary, press **CTRL and TAB** until the Borders page is displayed.
4. Press the keyboard shortcut **ALT and N** to quickly select the None radio button. JAWS will say "None radio button checked".
5. Finally, press **ENTER** to choose the **OK** button and close the dialog box.

To check the border has been removed, move away from the paragraph and then back again. If JAWS does not report the presence of a border, then it has been successfully removed!